

STERLING COLLEGE

Job Description

Student Life Administrative Assistant

2025

Reports to: Vice President of Student Life

Classification: This is a full-time, 12-month, hourly (non-exempt) position

Description:

This position is responsible for assisting the Vice President of Student Life in administrative matters relating to the overall management of the Student Life Office. This position requires extensive interaction with students, parents, and employees. Position requires attention to detail, customer service skills and ability to problem solve.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Experience with multi-tasking in a fast-paced environment.
- Knowledge of computer software such as Microsoft Office (Excel, Word, & Power-Point) and other computer systems.
- Accustomed to maintaining privacy and confidentiality in handling sensitive materials and conversations.
- Excellent organization and administrative skills with the ability to maintain priorities and adapt during frequent interruptions.
- Must have considerable experience with the principles of office management and of office procedures.
- Must have command of English as a spoken & written language, including spelling, grammar and proofreading skills.

Responsibilities:

Including but not limited to:

- Work with all areas of the College community (students and employees) and external constituencies (alumni, parents, vendors, etc.), to provide information and support relationships pertaining to Student Life.
- Monitor and manage student records.
- Coordinate the semester registration process for the Student Life Office.
- Coordinate all housing administration (i.e., hall charts, occupancy reports, weekly meal plan report, residence hall keyless entry system, and student charges).
- Make appointments for VPSL and Student Life Staff.
- Process expense reports for Student Life departments.
- Update records and run reports using Sterling College's database and software systems.
- Produce correspondence, including mailings, and file documents as appropriate.
- Research, as needed, for special projects and policy development.

- Be trained in Clery reporting and assist VPSL with publication of the annual report.
- Stock and inventory supplies and equipment; submit repair workorders, as needed.
- Assist in updating web page and email group lists.
- Assist with Orientation.
- Coordinate “Love Sterling.”
- Other duties as assigned.

Essential Job Functions:

- Demonstrate strong interpersonal and communication skills and the ability to function well as a member of a team.
- Have the ability to organize thoughts, solve problems and manage multiple priorities along with gaining the cooperation of others.
- Ability to add, subtract, multiply, divide and record, balance and check results for accuracy.
- Must be self-reliant, decisive, proactive, enthusiastic, and hospitable with others.
- Able to interface professionally and personally with students, parents, faculty and staff.
- Be able to make decisions and accomplish projects with little supervision.
- Must be able to sustain repetitive movement of hands and fingers - typing and/or writing.
- Ability to sit, stand and climb stairs frequently.
- Be able to lift up to 20 pounds.
- Be able take initiative and use sound judgment.
- Able to pay close attention to detail, proof-read and compose communications.

Education/Experience:

Bachelor's degree or commensurate experience required

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.